

City of Chicago

Festival and Athletic Event Permits

User Guide [Ver. 2.0]

Festival and Athletic Event Permits


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Festival and Athletic Event Permits

Festival and Athletic Event Permits

To manage your account, sign in using your credentials.





Welcome to the City of Chicago's Permit, Inspection, License, Registration, and 811 Chicago Portal. You can use this site to assist with the following processes for each of these departments:

Department of Transportation (CDOT)

[CDOT Department Homepage](#)

[Apply for a CDOT Permit](#)

[CDOT Permit Application Instructions](#)

[Public Way Work License Application](#)

[Dumpster License Application](#)

[Contractor Acceptance Process](#)

Department of Buildings (DOB)

Sign In

Sign In

[Forgot Login Info?](#)

[Create New Account](#)

To manage your account, sign in

Festival and Athletic Event Permits

Create a new permit

- Click the 'Create New' drop-down
- Select 'Permit Application'

The screenshot shows a web application interface for permit management. At the top is a blue navigation bar with user information (Eric Tester, WINSTON TOWERS CONDO...), a dropdown menu (Permits, 811, Trade Licenses, AIC, Documentation), and a Cart (2) icon. Below the navigation bar is a sidebar with a 'Home' link and a 'Dashboard' section. A callout box labeled 'Click 'Permits'' points to the 'Permits' dropdown in the navigation bar. Another callout box labeled 'Select 'Create Permit'' points to the 'Create Permit' option in the sidebar. The main content area features a search bar and three buttons: 'Search', 'Advanced Search', and 'Select Items To Pay'. Below these are three permit cards. The first card is for 'CDPH Asbestos / Demolition NOI' with ID 'ENVGEN1900804', status 'Pay Fees', and a 'View App' link labeled 'test'. The second card is for 'Outdoor Dining' with ID 'DOT1900803', status 'Application Checks', and a 'View App' link labeled 'Jon's restaurant'. The third card is for 'Elevator License' with ID 'BEVS203698', status 'License Active', and a 'View App' link labeled 'BEVS203698'.

Eric Tester ▾ WINSTON TOWERS CONDO... ▾ Permits ▾ 811 ▾ Trade Licenses ▾ AIC Documentation Cart (2)

Home

Dashboard

Home
Search Permits
Create Permit

Click 'Permits'

Search... Search Advanced Search Select Items To Pay

Select 'Create Permit'

CDPH Asbestos / Demolition NOI [ENVGEN1900804](#)

Status: Pay Fees
Due:
View App: [test](#)

Outdoor Dining [DOT1900803](#)

Status: Application Checks
Due:
View App: [Jon's restaurant](#)







Elevator License [BEVS203698](#)

Status: License Active
Due:
View App: [BEVS203698](#)

Festival and Athletic Event Permits

Select Application Type

- Select 'Festival and Athletic Event Permits'

<div>  DOT SE </div> <h4>DCASE Farmers Market Registrations</h4> <p>This application process handles registrations for Farmers Markets, which is required of all Farmers Markets. A permit is required for markets which include one or more of the following: located on public property (City streets, sidewalks, etc.), serves alcohol or serves prepared food and/or merchandise. If so, please click on Festival and Athletic Event Permits below.</p> <div>Let's get started</div>	<div>  DOT SE </div> <h4>DCASE Festival and Athletic Event Permits</h4> <p>A Festival / Athletic Event Permit Application is required for outdoor events that have one or more of the following: street(s) will be closed; food will be served on City streets/sidewalks, alcohol will be served, have a tent(s) over 400 sq. ft. or a stage(s) over 2 ft. tall. Indoor Special Events are permitted through the Department of Business of Affairs and Consumer Protection (BACP). Click here to visit the BACP website for additional information.</p> <div>Let's get started</div>	<div>  DOT SE </div> <h4>CDOT Filming Permits</h4> <p>Apply for Filming Permits.</p> <div>Let's get started</div>
<div>  DOT SE </div> <h4>CDOT Sidewalk Sales and Block Parties</h4> <p>Apply for permit to use the public right of way for...</p>	<div>  ENV AIR </div> <h4>CDPH Air Quality Permit</h4> <p>Note – COO's for 2024 cannot be applied for until January 1, 2024. Please return to the site after January 1, 2024 if you are applying for a COO for...</p>	<div>  ENV GENRL </div> <h4>CDPH Asbestos / Demolition NOI</h4> <p>Complete a Chicago Department of Public Health - Asbestos Abatement / Demolition Notice of Intent. Note that an Asbestos Abatement Notice is not...</p>

Select 'Festival and Athletic Event Permits'

Festival and Athletic Event Permits

Festival and Athletic Event Description

Event Description

- Name of Event
- Description of Event

Home > Permits

DCASE Festival and Athletic Event Permits

Application Type **Event Description** Applicants Main Point of Contact Event Scope Event Details Documentation Legal Agreement Status

Enter the name and description of your Festival or Athletic Event.
**Required Information*

Event Description

Event Name

Event Type

Start Date

End Date

Description of Event

Enter the name of your Event (required)

Select the 'Event Type' from the dropdown list. The options are Festival or Athletic Event

Enter event Start and End dates

Enter a description for your event

Previous Step **Next Step**

Select 'Next Step' button to proceed

Festival and Athletic Event Permits

Applicants

- Event Organizer
- Production Company

Event organizer is the only required applicant. Production Company is optional.

Home > Permits

DCASE Festival and Athletic Event Permits - Festival

Please identify the main point of contact that is organizing this event. If you are the Event Organizer click 'Add Me'. Otherwise click 'Add Event Organizer' to add them to this application.

**Required Information*

Event Organizer *

If you are eligible, and wish to be listed as Event Organizer, click the Add button to add the Event Organizer.

[Add WINSTON TOWERS CONDO ASSOC](#) [Add Event Organizer](#)

Production Company

If any companies other than your own will be acting as Production Company, click the 'Add Production Company' button to add them to this application.

[Add WINSTON TOWERS CONDO ASSOC](#) [Add Production Company](#)

[Previous Step](#) [Next Step](#)

Annotations:

- Select this to add WINSTON TOWER CONDO ASSOC as Event Organizer (points to 'Add WINSTON TOWERS CONDO ASSOC' button)
- Select the 'Add Event Organizer' button to add someone else as the responsible party (points to 'Add Event Organizer' button)
- Select this to add WINSTON TOWER CONDO ASSOC as a Production Company. (points to 'Add WINSTON TOWERS CONDO ASSOC' button)
- Select the 'Add Production Company' button to search for your Production Company (points to 'Add Production Company' button)

Festival and Athletic Event Permits

Event Organizer

- Selecting 'Add Event Organizer' button.

The screenshot shows a modal window titled "Search For Event Organizer" with a close button (X) in the top right corner. Inside the modal, there is a search bar with the placeholder text "Enter a name to search on." and a red error message "This field is required" below it. To the right of the search bar is a blue "Search" button and a grey "Close" button. A speech bubble points to the search bar with the text "Enter a name to search on." Another speech bubble points to the "Search" button with the text "Select the 'Search' button". The background of the page shows a navigation bar with "Permits" and "Cart (0)", and a footer with a progress bar showing steps: Event, Application, Main Point, Event, Event, Documentation, Legal, and Status.

- Selecting an Event Organizer

The screenshot shows a modal window titled "Select Event Organizer" with a close button (X) in the top right corner. Inside the modal, there is a list of contacts under the heading "Contact". Each contact entry includes the contact name, phone number, email address, and address, followed by a blue "Select" button. A speech bubble points to the first "Select" button with the text "Find your contact you want to add as Event Organizer and click on 'Select' button". Another speech bubble points to the "Add New Contact" button at the bottom with the text "If you don't find your contact, you can select 'Add New Contact'". The background of the page shows a navigation bar with "Permits" and "Cart (0)", and a footer with a progress bar showing steps: Event, Application, Main Point, Event, Event, Documentation, Legal, and Status.

Festival and Athletic Event Permits

Add New Contact

- Selecting the 'Add New Contact' button

The screenshot shows the 'Enter New Event Organizer' form. It includes fields for 'This Is' (a dropdown menu), 'First Name', 'Last Name', 'Primary Phone', 'Email', 'Address Line 1', 'Address Line 2', 'City', 'State' (a dropdown menu), and 'Zip Code'. Each required field is marked with an asterisk (*). A callout box points to the 'This Is' dropdown, stating: 'Select the drop-down identifying if your new contact is 'An Individual' or 'A Company'(See screenshot below)'. Another callout box points to the 'Save New Contact' button, stating: 'Once the required fields are filled in, click the 'Save New Contact' button.'. A legend box indicates: '* Indicates it's required field.'. At the bottom are buttons for 'Close', 'Search Again', 'Back', and 'Save New Contact'.

- Your Event Organizer

This screenshot shows the 'Enter New Event Organizer' form with the 'This Is' dropdown menu open. The dropdown menu displays two options: 'An individual' and 'A company'. A callout box points to the dropdown, stating: 'Select 'An Individual' or 'A Company' for your Event Organizer.'. The form also includes fields for 'First Name', 'Last Name', 'Primary Phone', and 'Zip Code', all marked as required with asterisks (*).

Festival and Athletic Event Permits

Production Company

- Selecting 'Add Production Company' button

Search For Production Company

Enter a name to search on

Search by Name

This field is required

Click on the 'Search' button.

Close Search

of contact that is organizing this event. If you are the Event Organizer click 'Add Me'. Otherwise click 'Add Event Organizer' to

Select Production Company

Contact

AMDUR PRODUCTIONS Phone - (847)***-9600 HIGHLAND PARK IL 60035	Select
AMY AMDUR PRODUCTIONS Phone - (847)***-9600 HIGHLAND PARK IL 60035	Select
Amdur Productions, INC Phone - (847)***-4300 Email - a*****@gmail.com Highland Park IL 60035	Select
Amdur Productions, Inc. Phone - 1467 Email - a*****@aol.com Highland Park IL 60035	Select
Amdur Productions, Inc. Phone - (847)***-4300 Email - a*****@aol.com	Select

If you don't find your contact, you can select 'Add New Contact'.

Close Search Again Add New Contact

If you need assistance, please contact [support](#) for the appropriate department.

Festival and Athletic Event Permits

Add New Contact

- Enter New Production Company

The screenshot shows a web application interface with a modal window titled "Enter New Production Company". The modal contains several input fields arranged in two columns. The left column includes "Last Name" (with placeholder "Company Name"), "Email" (with placeholder "email"), "Address Line 2" (with placeholder "Address Line 2"), and "State" (a dropdown menu). The right column includes "Primary Phone" (with placeholder "Primary Phone"), "Address Line 1" (with placeholder "Address Line 1"), "City" (with placeholder "City"), and "Zip Code" (with placeholder "Zip Code"). Each of these eight fields has a blue asterisk (*) to its right, indicating they are required. At the bottom left of the modal, an orange box contains the text "* Indicates it's required field." At the bottom right, there are four buttons: "Close", "Search Again", "Back", and "Save New Contact". The "Save New Contact" button is highlighted in blue. Two callout boxes provide instructions: one points to the modal title with the text "Fill out the 'Enter New Production Company' pop-up.", and another points to the "Save New Contact" button with the text "Once the required fields are filled in, click the 'Save New Contact' button." The background of the page is a dark grey, and parts of other UI elements like "Legal Agreement" and "to add the" are visible on the right side.

Enter New Production Company

Fill out the 'Enter New Production Company' pop-up.

Last Name *

Primary Phone *

Email *

Address Line 1 *

Address Line 2

City *

State *

Zip Code *

* Indicates it's required field.

Close Search Again Back Save New Contact

Once the required fields are filled in, click the 'Save New Contact' button.

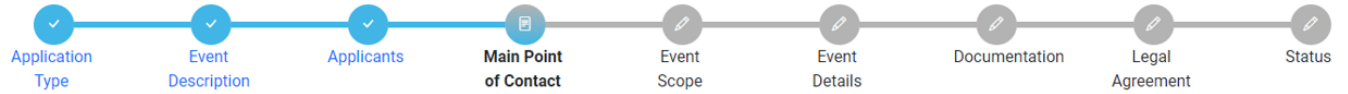
Festival and Athletic Event Permits

Emergency Contacts

- Add Emergency Contact Information

[Home](#) > [Permits](#)

DCASE Festival and Athletic Event Permits - Festival



Provide the names and contact information of anyone that should be contacted in the event of an emergency.

**Required Information*

Emergency Contact Information

Main Point of Contact *

Main Point of Contact

+ Add Main Point of Contact

Click the '+Add Main Point of Contact' button

Phone

E-Mail

Previous Step

Next Step

Festival and Athletic Event Permits

- Add Emergency Contact Information pop-up

GO > Inspections, Permitting & Licensing

Translate

81

Add Main Point of Contact

Main Point of Contact *

Phone *

E-Mail *

Cancel Add Main Point of Contact

Legal Agreement

Fill in the fields for the Emergency Contact

Click the 'Add Main Point of Contact' button to save.

- Click the 'Next Step' button to proceed

Home > Permits

DCASE Festival and Athletic Event Permits - Festival

Application Type ✓ Event Description ✓ Applicants ✓ Main Point of Contact Event Scope Event Details Documentation Legal Agreement Status

Provide the names and contact information of anyone that should be contacted in the event of an emergency.

**Required Information*

Emergency Contact Information

Main Point of Contact *

Main Point of Contact	Phone	E-Mail	
Helen	(312)666-8989	Helen@gmail.com	Edit Delete

+ Add Main Point of Contact

Previous Step Next Step

Click the 'Next Step' button to proceed

Festival and Athletic Event Permits

Event Scope

[Home](#) > [Permits](#)DCASE Festival and Athletic Event Permits - Festival
(Application Number - 1900810)

Enter the scope of the event below, which includes information such as whether food and alcohol will be served. If this event will take place on park district property it is a requirement to apply for a permit [through the park district website](#).

*Required Information

✓ Your application has been saved and will be available in your dashboard. You may leave and return at a later time to complete this application if you wish.

Special Event Scope

- | | |
|---|--|
| Will food be served at your event? | <input type="radio"/> Yes <input type="radio"/> No * |
| Will beer or wine be served at your event? | <input type="radio"/> Yes <input type="radio"/> No * |
| Are you selling spirits at your event? | <input type="radio"/> Yes <input type="radio"/> No * |
| Will you be selling merchandise at your event? | <input type="radio"/> Yes <input type="radio"/> No * |
| Is the event on public property? | <input type="radio"/> Yes <input type="radio"/> No * |
| Will amplified sound or a public address system be used? | <input type="radio"/> Yes <input type="radio"/> No * |
| Are you requesting a street closure, curb lane or sidewalk permit? | <input type="radio"/> Yes <input type="radio"/> No * |
| Are you erecting a tent over 400 sqft? | <input type="radio"/> Yes <input type="radio"/> No * |
| Are you erecting a stage/platform greater than 24 inches in height? | <input type="radio"/> Yes <input type="radio"/> No * |
| Will the event be held on park district property? | <input type="radio"/> Yes <input type="radio"/> No * |

The Application Number has been created

All Scope questions require a 'Yes' or 'No' response

[Previous Step](#)[Next Step](#)

Festival and Athletic Event Permits

- When user answers 'Yes' to 'Will food be served at your event?', user will be asked to fill in how many vendors to expect.

Will food be served at your event? ☒ Yes ☐ No *

If yes, how many expected vendors? *

When this question is answered with 'Yes', user will be expected to answer how many vendors

- When user answers 'Yes' to 'Will beer or wine be served at your event?', user will be asked to fill in how many expected vendors and how many serving locations.

Will beer or wine be served at your event? ☒ Yes ☐ No *

If yes, how many expected vendors? *

If yes, how many expected serving locations? *

When this question is answered with 'Yes', user will be expected to answer how many vendors and how many serving locations

- When user answers 'Yes' to 'Are you selling spirits at your event?', user will be asked to fill in how many expected serving locations there will be

Are you selling spirits at your event? ☒ Yes ☐ No *

If yes, how many expected serving locations? *

When this question is answered with 'Yes', user will be expected to answer how many serving locations

- When user answers 'Yes' to 'Will you be selling merchandise at your event?', user will be asked to fill in how many expected vendors there will be

Will you be selling merchandise at your event? ☒ Yes ☐ No *

If yes, how many expected vendors? *

When this question is answered with 'Yes', user will be expected to answer how many vendors

- When user answers 'Yes' to 'Are you requesting a street closure for your event?', User will get additional questions to answer.

Are you requesting a street closure, curb lane or sidewalk permit? ☒ Yes ☐ No *

Is there a Divvy Bike Station located within your street closure? ☐ Yes ☐ No *

Will your street closure impact CTA bus service? ☐ Yes ☐ No *

When this question is answered with 'Yes', user will be expected to answer 'Yes' or 'No' to Divvy Bike Station or CTA bus service impacted

Festival and Athletic Event Permits

Event Details

- +Add Location Information

[Home](#) > [Permits](#)

DCASE Festival and Athletic Event Permits - Festival

(Application Number - 1900810)



Enter the detailed information for this event. Please provide as much information as possible to assist in expediting the application review process.

**Required Information*

Location Information

Location Information *

Location

Street Closure

Additional Information

[+ Add Location Information](#)

Click '+Add Location Information'

Special Event Information

DCASE Processing Fee:

Submitting a Special Event Application to DCASE fee starts at \$100 (60 or more days out) and increases the closer you get to your event date. An application may be submitted up to 180 days prior to the event.

\$100 (60+ days before event)

\$200 (59-45 days before event)

\$500 (44-37 days before event)

\$1,000 (36-29 days before event)

\$2,000 (28-21 days before event)

NO Applications are accepted less than 21 days before the event

Event Schedule *

Schedule Type

Date

Start Time

Stop Time

Festival and Athletic Event Permits

- Add Location Information pop-up

The screenshot shows the 'Add Location Information' pop-up form. It contains the following fields:

- From:** Text input with '333' and a blue asterisk indicating it is required.
- To:** Text input with '333' and a blue asterisk indicating it is required.
- Direction:** Dropdown menu with 'S' selected and a blue asterisk indicating it is required.
- Street Name:** Text input with 'STATE' and a blue asterisk indicating it is required.
- Suffix:** Dropdown menu with 'STREET' selected and a blue asterisk indicating it is required.
- Street Closure:** Dropdown menu with a list of options: 'Curbane Closure Only', 'Full Street Closure', 'Intermittent', 'No Street Closure', 'Not Applicable', and 'Sidewalk Closure Only'. A blue asterisk indicates it is required.
- Additional Information:** Text input field.

Annotations:

- A blue callout bubble points to the 'From' field with the text: "Fill in required information".
- A blue callout bubble points to the 'Street Closure' dropdown menu with the text: "Select applicable street closure from drop-down".
- An orange callout bubble points to the blue asterisks with the text: "* indicates it's a required field".

- Click on 'Add Location Information' button when complete

The screenshot shows the 'Add Location Information' pop-up form with the following fields:

- From:** Text input with '333' and a blue asterisk indicating it is required.
- To:** Text input with '333' and a blue asterisk indicating it is required.
- Direction:** Dropdown menu with 'S' selected and a blue asterisk indicating it is required.
- Street Name:** Text input with 'STATE' and a blue asterisk indicating it is required.
- Suffix:** Dropdown menu with 'STREET' selected and a blue asterisk indicating it is required.
- Street Closure:** Dropdown menu with 'Curbane Closure Only' selected and a blue asterisk indicating it is required.
- Additional Information:** Text input field.

Annotations:

- A blue callout bubble points to the 'Add Location Information' button at the bottom right with the text: "Click the 'Add Location Information' button".

Festival and Athletic Event Permits

Event Details

- Event Schedule

[Home](#) > [Permits](#)DCASE Festival and Athletic Event Permits - Festival
(Application Number - 1900810)

Enter the detailed information for this event. Please provide as much information as possible to assist in expediting the application review process.

*Required Information

Location Information

Location Information *

Location	Street Closure	Additional Information
----------	----------------	------------------------

+ Add Location Information

Special Event Information

DCASE Processing Fee:

Submitting a Special Event Application to DCASE fee starts at \$100 (60 or more days out) and increases the closer you get to your event date. An application may be submitted up to 180 days prior to the event.

\$100 (60+ days before event)
\$200 (59-45 days before event)
\$500 (44-37 days before event)
\$1,000 (36-29 days before event)
\$2,000 (28-21 days before event)
NO Applications are accepted less than 21 days before the event

Click the 'Add Event Schedule' button

Event Schedule *

Schedule Type	Date	Start Time	Stop Time
---------------	------	------------	-----------

+ Add Event Schedule

Click on green + Add Event Schedule to add each event date and time. You must do this for EACH date of your event.

* indicates it's a required field

Current Event

Estimated Total Attendance

*

Festival and Athletic Event Permits

Event Schedule for a Festival

- Add Event Schedule
 - Click a date on the calendar

The screenshot shows the 'Add Event Schedule' form with a calendar overlay for February 2024. A callout bubble points to the calendar with the text 'Click on a date on the calendar'. The form fields are: Schedule Type (dropdown), Date (text input showing MM/DD/YYYY), Start Time (text input), and Stop Time (text input). The calendar shows the date 02/06/2024 selected. The 'Add Event Schedule' button is highlighted in blue.

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

- Enter the 'Start Time' and 'Stop Time'
- Click 'Add Event Schedule'

The screenshot shows the 'Add Event Schedule' form with the following values entered: Date: 02/06/2024, Start Time: 8:00am, and Stop Time: 5:30pm. Callout bubbles point to the Start Time and Stop Time fields with the text 'Enter a 'Start Time'' and 'Enter a 'Stop Time'' respectively. The 'Add Event Schedule' button is highlighted in blue.

Date	Start Time	Stop Time
02/06/2024	8:00am	5:30pm

Festival and Athletic Event Permits

Event Schedule for an Athletic Event

- Add Event Schedule
 - Click a date on the calendar

The screenshot shows the 'Add Event Schedule' form with the following fields: Schedule Type (dropdown), Date (text input with placeholder MM/DD/YYYY), Start Time (text input), Stop Time (text input), and Step Off Time (text input). A calendar for February 2024 is displayed over the Date field, with the 8th highlighted. A callout bubble points to the calendar with the text 'Click on a date on the calendar'. At the bottom are 'Cancel' and 'Add Event Schedule' buttons.

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

- Enter the 'Start Time', 'Stop Time' and Step Off Time
- Click 'Add Event Schedule'

The screenshot shows the 'Add Event Schedule' form with the following fields: Schedule Type (dropdown), Date (text input with value 02/08/2024), Start Time (text input with value 8:00am), Stop Time (text input with value 6:00pm), and Step Off Time (text input with value 9:00pm). Callout bubbles point to the Start Time, Stop Time, and Step Off Time fields with the text 'Enter a 'Start Time'', 'Enter a 'Stop Time'', and 'Enter a 'Step Off Time'' respectively. A callout bubble points to the 'Add Event Schedule' button with the text 'Click on 'Add Event Schedule''. At the bottom are 'Cancel' and 'Add Event Schedule' buttons.

Festival and Athletic Event Permits

Event Details

- Current Event

The form is titled "Current Event" and contains the following fields:

- Estimated Total Attendance**: A text input field with a callout: "Enter 'Estimated Total Attendance'". A blue asterisk (*) is to its right.
- Sponsoring Organization**: A text input field with a callout: "Enter 'Sponsoring Organization'".
- Phone Number / Website for Publication**: A text input field with a callout: "Enter Publication Phone Number / Website (optional)".
- Is this a first-time event?**: A radio button selection with options "Yes" and "No", followed by a blue asterisk (*). A callout points to the radio buttons: "Select option 'Yes' or 'No' for the question 'Is this a first-time event?'".

A legend box at the bottom right states: "* indicates it's a required field".

Festival and Athletic Event Permits

Event Details

- Current Event
- Last Year's Event

Current Event	
Estimated Total Attendance	<input type="text"/> *
Sponsoring Organization	<input type="text"/>
Phone Number / Website for Publication	<input type="text"/>
Is this a first-time event?	<input type="radio"/> Yes <input checked="" type="radio"/> No *

Last Year's Event	
Last Year's Location	<input type="text"/>
Last Year's Total Attendance	<input type="text"/>
Last Year's Date	<input type="text"/> MM/DD/YYYY
Last Year's Permit Number	<input type="text"/>

Answering 'No' to 'Is this a first-time event?' will display 'Last Year's Event'. (All fields are optional)

Festival and Athletic Event Permits

Event Details

- Community Outreach Plans

Community Outreach Plans

Has this event already been publicized? ☐ Yes ☐ No *

If this event has already been publicized please upload copies of any flyers, mailings or emails on the Documentation step.

How will residents and businesses directly impacted by street closures, parking restrictions, and traffic be notified?

Answering 'Yes' to any of the questions on the '[Event Scope](#)' page will give user this section. (All fields are optional)

- Noise Control Plan

Noise Control Plan

If amplified sound will be used, the location of all stages and location and direction of all sound systems must be indicated on the Site Plan.

Amplified Sound Schedule

Start Time *

Stop Time *

What is the proximity of the sound system(s) to residential addresses? *

Describe the sound system(s): *

Explain how the sound will be controlled and identify the means by which it can be further controlled if necessary: *

Answering 'Yes' to 'Will amplified sound or a public address system be used?' on the '[Event Scope](#)' page will give user this section. (All fields are optional)

Festival and Athletic Event Permits

Event Details

- Waste Management Plan

Waste Management Plan

Describe the Waste Management Plan

Will recyclable materials be collected at your event? ☐ Yes ☐ No *

If so, what materials and how will they be collected?

Answering 'Yes' to any questions on the 'Event Scope', page will give user this section.

- Service Providers

Service Provider Information

Service Providers

Service Provider	Contact Name	Phone Number	Email Address
+ Add Service Providers			

Click on '+Add Service Providers' button

Answering 'Yes' to 'Are you requesting a street closure for your event?' on the 'Event Scope', page will require user to enter a type iii Service Provider

Festival and Athletic Event Permits

Event Details

- Safety and Security Plan

Safety and Security Plan

Answer N/A for any questions that are not applicable for the event.

Note: If applying for a large scale event, a detailed security plan may be requested.

Private Security Company Name

Address

Phone Number *

Number of Private Security Personnel Per Shift *

Describe your security and safety plan, including the number of private security personnel hired per shift: *

Describe procedure for carding minors (if applicable): *

If the application is for a large scale event, a detailed security plan may be requested.

Festival and Athletic Event Permits

The form consists of four text input fields, each preceded by a label and a required field asterisk (*). The labels are: 'Describe procedure for preventing over-consumption of alcohol (if applicable):', 'If spirits / mixed drinks will be sold, describe the types of drinks and the alcohol ratio / content:', 'Provide an Emergency Action Plan that addresses all potential emergencies or hazards specific to your event (including, but not limited to, weather related emergencies and cancellations):', and 'Describe your medical plan including the number of ambulances (ALS/BLS), bike teams and medical staff that will be onsite:'. Each field is a large rectangular box with a small icon in the bottom right corner. To the right of the first three fields is a callout box with the text: 'All of the fields in this section are required. If the area doesn't pertain to the application, user can enter N/A in the box.' Below the fourth field is another callout box with the text: 'Once you have filled in all of the boxes, you can select the 'Next Step' button'. At the bottom left of the form are two buttons: 'Previous Step' and 'Next Step'. The 'Next Step' button is highlighted in blue. Below the buttons is a footer bar with the text: 'If you need assistance, please contact [support](#) for the appropriate department. If your question is about an existing application, please include your application number or the address of your application.'

Describe procedure for preventing over-consumption of alcohol (if applicable): *

If spirits / mixed drinks will be sold, describe the types of drinks and the alcohol ratio / content: *

Provide an Emergency Action Plan that addresses all potential emergencies or hazards specific to your event (including, but not limited to, weather related emergencies and cancellations): *

Describe your medical plan including the number of ambulances (ALS/BLS), bike teams and medical staff that will be onsite: *

All of the fields in this section are required. If the area doesn't pertain to the application, user can enter N/A in the box.

Once you have filled in all of the boxes, you can select the 'Next Step' button

Previous Step Next Step


If you need assistance, please contact [support](#) for the appropriate department.
If your question is about an existing application, please include your application number or the address of your application.

Festival and Athletic Event Permits

Vendor Information

This page will be available during the entire process. Even after a permit has been issued.

DCASE Festival and Athletic Event Permits - Festival
(Application Number - 1900810)



Enter the information for each of the vendors that will be participating at your event.
* Required Information

Vendor Information

Food Vendors

Vendor Name

Account Number

License Number

+ Add Food Vendors

Food Truck Vendors

Vendor Name

Account Number

License Number

+ Add Food Truck Vendors

Pop-Up Retail Vendors

Vendor Name

Account Number

License Number

+ Add Pop-Up Retail Vendors

Liquor Vendors

Vendor Name

Account Number

License Number

+ Add Liquor Vendors

Click on the '+Add Food Vendors' button to add food vendors

Click on the '+Add Food Truck Vendors' button to add food truck vendors

Click on the '+Add Pop-up Retail Vendors' button to add pop-up retail vendors

Click on the '+Add Liquor Vendors' button to add liquor vendors

[Click here to look up your BACP Account Number](#)

Previous Step

Next Step

Festival and Athletic Event Permits

Add Food Vendors

Vendor Name

*

Account Number

License Number

Click on the 'Add Food Vendors' button to save information.

Cancel

Add Food Vendors

Vendor Name is all that is required.

Add Food Truck Vendors

Vendor Name

*

Account Number

License Number

Click on the 'Add Food Truck Vendors' button to save information.

Cancel

Add Food Truck Vendors

Vendor Name is all that is required.

Add Food Truck Vendors

Vendor Name

*

Account Number

License Number

Click on the 'Add Food Truck Vendors' button to save information.

Cancel

Add Food Truck Vendors

Vendor Name is all that is required.

Festival and Athletic Event Permits

Add Liquor Vendors

Vendor Name

*

Account Number

License Number

Click on the 'Add Liquor Vendors' button to save information.

Cancel

Add Liquor Vendors

Vendor Name is all that is required.

Vendor Information

Food Vendors

Vendor Name

Account Number

License Number

+ Add Food Vendors

Food Truck Vendors

Vendor Name

Account Number

License Number

+ Add Food Truck Vendors

Pop-Up Retail Vendors

Vendor Name

Account Number

License Number

+ Add Pop-Up Retail Vendors

Liquor Vendors

Vendor Name

Account Number

License Number

+ Add Liquor Vendors

[Click here to look up your BACP Account Number](#)

Previous Step

Next Step

If you are not ready to add Vendors yet or you have and are ready to move forward, click the 'Next Step' button.

Festival and Athletic Event Permits

Documentation

- For Athletic event, you will need to upload a Route Map and a Site Plan. If you answered 'Yes' to the question 'Has this event already been publicized?', you will need to upload Miscellaneous documents such as flyers, mailings or emails

DCASE Festival and Athletic Event Permits - Festival
(Application Number - 1900810)

Upload any relevant documentation. Note that a Street Closure Service Requests document is required if you will be closing the street. Please reference the following templates - [Written Course Description](#), [Waste Management Plan](#), [Street Closure Service Requests](#), [Site Layout](#), [Special Event Food Sampling Application](#), [Certificate of Insurance \(COI\) Dram Shop SAMPLE](#), [Food Single Event Application](#), [Food Truck Single Event Application](#), [STATE Special Event Liquor Application \(For Profit\)](#), [STATE Special Event Liquor Application \(Not for Profit\)](#), [CITY Special Event Liquor Application](#), [Pop-Up Retail User Application](#), [Security Safety Plan](#) and [Emergency Action Plan](#).

The following documentation is required for this application:

- Site Plan Upload Required - This action can be completed on the 'Documentation' page
- Street Closure Information Upload Required - This action can be completed on the 'Documentation' page

Documents

+ Add Document

Click on the +Add Document button

Previous Step

Next Step

- Select the file type and the file you are uploading

Add Document ✕

Approved File Types: jpg, pdf, png

Choose File

No file chosen

Click on the Choose File button

Select the type(s) of documents that are included in the selected file:

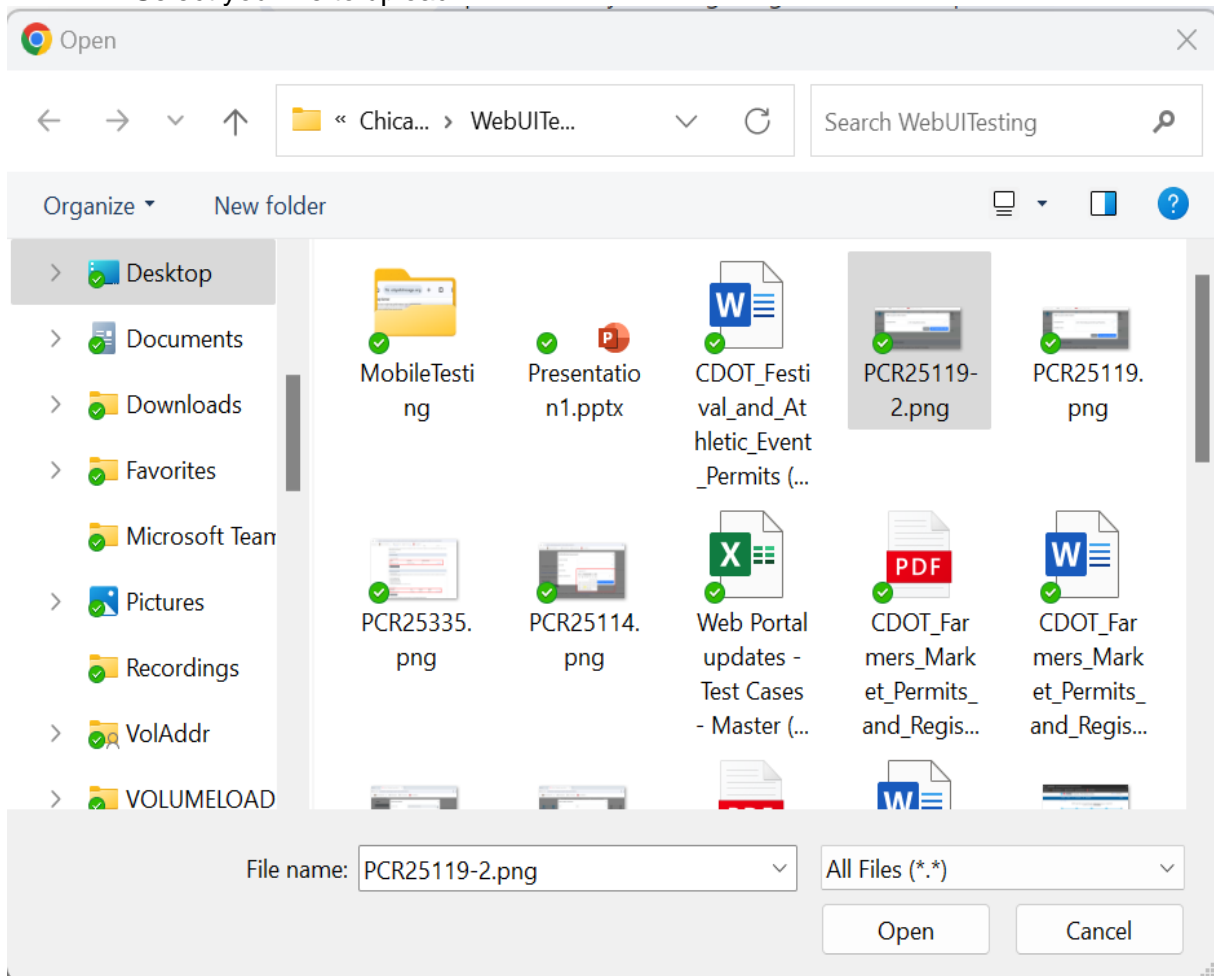
- ☐ Community Engagement Plan
- ☐ Emergency Action Plan
- ☐ Food application
- ☐ Insurance Certificate
- ☐ Liquor Application
- ☐ Pop-Up Application
- ☐ Promotional Materials (e.g. Flyers, Emails)
- ☐ Route maps and written description
- ☐ Site Plan
- ☐ Street Closure Documentation
- ☐ Vendor Applications

Cancel

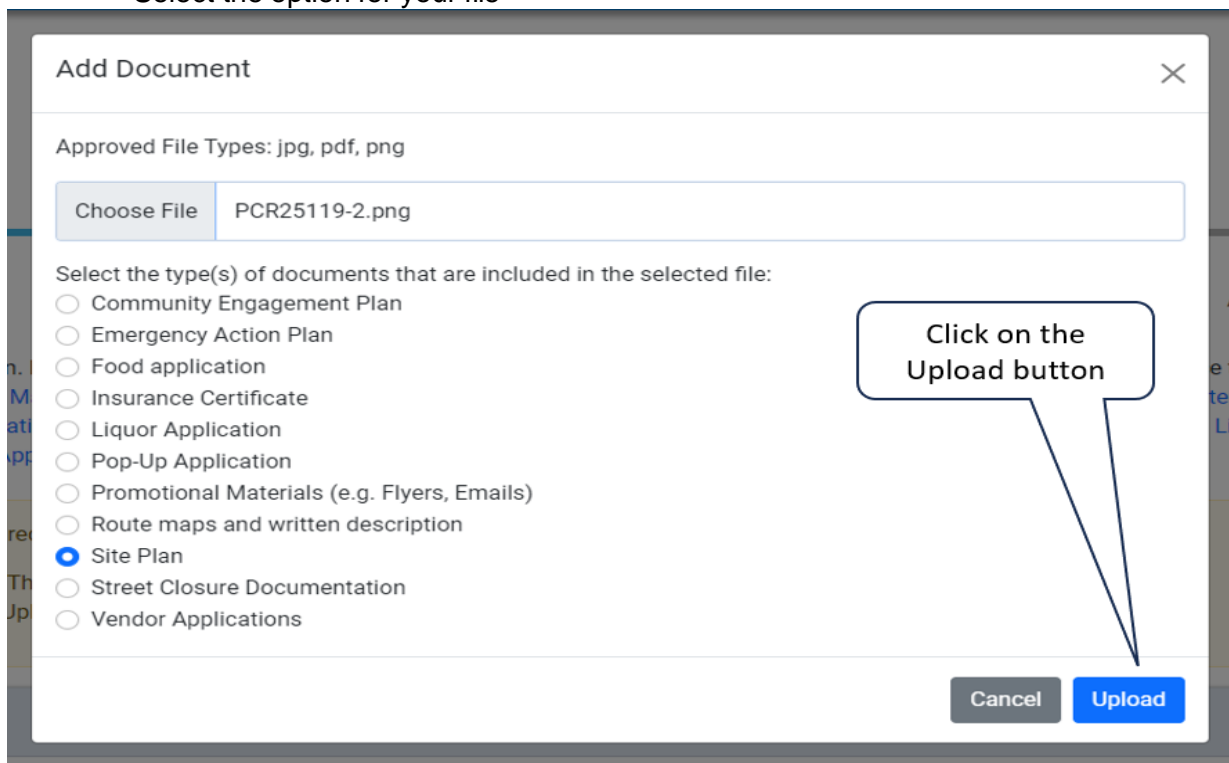
Upload

Festival and Athletic Event Permits

- Select your file to upload



- Select the option for your file



Festival and Athletic Event Permits

DCASE Festival and Athletic Event Permits - Festival

(Application Number - 1900810)



Upload any relevant documentation. Note that a Street Closure Service Requests document is required if you will be closing the street. Please reference the following templates - Written Course Description, Waste Management Plan, Street Closure Service Requests, Site Layout, Special Event Food Sampling Application, Certificate of Insurance (COI) Dram Shop SAMPLE, Food Single Event Application, Food Truck Single Event Application, STATE Special Event Liquor Application (For Profit), STATE Special Event Liquor Application (Not for Profit), CITY Special Event Liquor Application, Pop-Up Retail User Application, Security Safety Plan and Emergency Action Plan.

Documents	
Document	Categories
PCR25119-2.png	• Site Plan Edit Remove
PCR25335.png	• Street Closure Documentation Edit Remove
+ Add Document	

[Previous Step](#) [Next Step](#)

Once documents have been uploaded, click the 'Next Step' button

Festival and Athletic Event Permits

Legal Agreements

- You will need to read and agree to the Legal Agreements before moving on in the application process

DCASE Festival and Athletic Event Permits - Festival
(Application Number - 1900810)

Event Description Applicants Main Point of Contact Event Scope Event Details Vendor Information Documentation **Legal Agreement** Status

In order to finish your application, you must agree to the terms and conditions below.
**Required Information*

Legal Agreement

In order to finish your application, you must agree to the terms and conditions below.

1. Applicant represents and warrants that it is the "sponsor of the event" within the meaning of Section 10-8-335 (a)(3) of the Municipal Code. This Section defines "sponsor of the event" to mean "the entity who is conducting the special event or in whose name or for whose support the proposed special event will be presented."
2. As required by Section 10-8-335(n) of the Municipal Code as a condition of issuance of this permit, applicant agrees (on behalf of organizer itself and its agents, employees, affiliates, contractors, subcontractors, consultants, and vendors) to indemnify, defend and hold the City of Chicago and its assignees and employees harmless from all losses, damages, injuries, claims, demands and expenses arising out of the operation of the special event or the condition, maintenance and use of public property.
3. Applicant agrees to comply with all terms, conditions and requirements for holding a special event as set forth in Section 10-8-335 (a)(3) of the Municipal Code.
4. An authorized representative of Applicant has personally examined and are is familiar with all the information submitted in response to the questions contained in this notice application, and any attachments hereto, and certifies that all information submitted is true, correct, and complete.; and
5. You understand and agree that clicking "I agree" will be deemed the equivalent of a signature in electronic form.

E-Signature
Sign in the canvas below and save your signature as an image!

Select the "I Agree" button

Previous Step I Agree Clear

Festival and Athletic Event Permits

Application Status

- Application Fee

Home > Permits

DCASE Festival and Athletic Event Permits - Festival

(Application Number - 1900810)

Event Description ✓ Applicants ✓ Main Point of Contact ✓ Event Scope ✓ Event Details ✓ Vendor Information ✓ Documentation ✓ Legal Agreement ✓ Status

Application Information:

- All fees for this application must be paid in full.

Click on the 'Add to Cart' button to pay the fees.


Add to Cart (\$2,000.00) Cancel Application

Summary

Type	DCASE Festival and Athletic Event Permits		
Status	Application Fee		
Applicants	WINSTON TOWERS CONDO ASSOC-Event Organizer And 1 Others		more info...

You will need to pay all fees before your application can be reviewed

- You will need to pay all fees associated with your application for the DCASE department to review it. You can find the steps to pay your fees under the Documentation page from the home page.

 **CHICAGO** > Inspection, Permitting & Licensing Portal Translate | Select Language | ▼

Eric Tester ▾ Permits ▾ 811 ▾ Trade Licenses ▾ AIC **Documentation** Cart (2)

Home > Documentation

Documentation

- CDOT Permit ▾
- BACP ▾
- CDPH Permit ▾
- General** ▴
- Create an Account
- Pay Outstanding Fees**
- Apply for a Permit
- Apply for a Public Way Work License
- Claim your Permit Application
- 811 Chicago ▾

Festival and Athletic Event Permits

- Review Status

DCASE Festival and Athletic Event Permits - Festival
(Application Number - 1900810)

Event Description

Applicants

Main Point of Contact

Event Scope

Event Details

Vendor Information

Documentation

Legal Agreement

Status

Application Information:

- Your application is currently under review. You will receive an email when the review is complete.

[Cancel Application](#)

Summary

Type	DCASE Festival and Athletic Event Permits
Status	Application in Review
Applicants	Lavonya Koli-Event Organizer And 1 Others more info...

Review History

Review	Date Resulted	Status	Notes
Health Department Review		Pending	
Special Events OEMC Review		Pending	
Special Events Police Review		Pending	
Streets and sanitation Review		Pending	
BACP Review		Pending	
Park District Review		Pending	
City Of Chicago Department Of Transportation		Pending	
DCASE SE Permit Review		Pending	
Department Of Building Review		Pending	
Special Events Fire Review		Pending	
Special Events Alderman Acknowledgement		Pending	
DCASE SE Intake Review	2/27/2024	Approved	

Your application is being reviewed

Any reviews that are needed will be listed here.

- The first review is the intake review. The DCASE team looks at your application and approves or denies

Festival and Athletic Event Permits

- Once the Intake Review has been approved, the rest of the reviews will be added for the departments that need to approve your application.

Review History			
Review	Date Resulted	Status	Notes
Health Department Review		Pending	
Special Events OEMC Review		Pending	
Special Events Police Review		Pending	
Streets and sanitation Review		Pending	
BACP Review		Pending	
Park District Review		Pending	
City Of Chicago Department Of Transportation		Pending	
DCASE SE Permit Review		Pending	
Department Of Building Review		Pending	
Special Events Fire Review		Pending	
Special Events Alderman Acknowledgement		Pending	
DCASE SE Intake Review	2/27/2024	Approved	

Festival and Athletic Event Permits

- Once all reviews are resulted, the page will look like this -

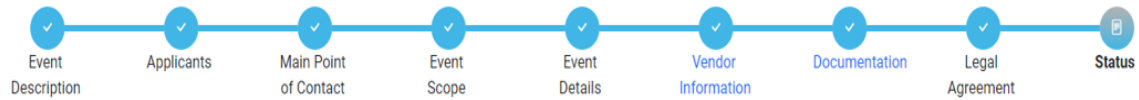
Review History			
Review	Date Resulted	Status	Notes
Health Department Review	2/27/2024	Approved	
Special Events OEMC Review	2/27/2024	Approved	
Special Events Police Review	2/27/2024	Approved	
Streets and sanitation Review	2/27/2024	Approved	
BACP Review	2/27/2024	Approved	
Park District Review	2/27/2024	Conditionally Approved	
City Of Chicago Department Of Transportation	2/27/2024	Approved	
DCASE SE Permit Review	2/27/2024	Approved	
Department Of Building Review	2/27/2024	Approved	
Special Events Fire Review	2/27/2024	Approved	
Special Events Alderman Acknowledgement	2/27/2024	Acknowledged	
DCASE SE Intake Review	2/27/2024	Approved	

Festival and Athletic Event Permits

- **Fee Payment Status** – Once reviews are all resulted, the CDOT fees will be added. These fees will need to be paid in order for the permits to be issued.

DCASE Festival and Athletic Event Permits - Festival

(Application Number - 1900810)



Application Information:

- All fees for this application must be paid in full. The permit will be issued following successful fee payment.

[Add to Cart \(\\$100.00\)](#)[Cancel Application](#)

Click on the 'Add to Cart' button to pay your fees

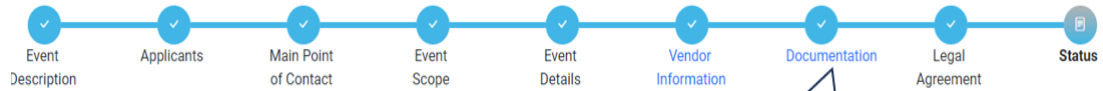
Summary

Type	DCASE Festival and Athletic Event Permits		
Status	Fee Payment		
Applicants	Lavonya Kolli-Event Organizer And 1 Others		more info...

Festival and Athletic Event Permits

- **Final Checks** – Before your permit can be issued, you will need to upload your Insurance Certificate. (follow the steps for the documentation page from above)

DCASE Festival and Athletic Event Permits - Festival
(Application Number - 1900810)



Application Information:

- Insurance Certificate Upload Required - This action can be completed on the 'Documentation' page

Select the Documentation link to add your Insurance Certificate

Cancel Application

Summary

Type	DCASE Festival and Athletic Event Permits		
Status	Final Checks		
Applicants	Lavonya Kolli-Event Organizer And 1 Others		more info...

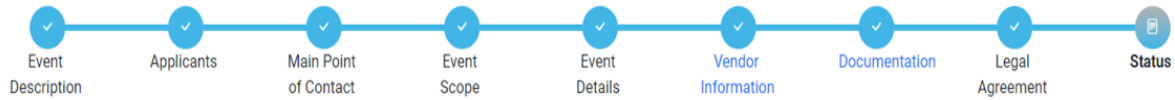
Festival and Athletic Event Permits

Permit issued

- At this point, you will have your permits. You can select the 'Print' button and it will bring up your permits to print. This will be your permit for your event and your CDOT permit for street closures.

DCASE Festival and Athletic Event Permits - Festival

(Application Number - 1900810)



Application Information:

- All Applicable Reviews Must Be Completed

[Print Document\(s\)](#)

Select the 'Print Document(s)' button to print your permits

Summary

Type	DCASE Festival and Athletic Event Permits
Status	Final Review
Applicants	Lavonya Kolli-Event Organizer And 1 Others more info...

DCASE Festival and Athletic Event Permits - Festival
(Application Number - 1900810)

Click the 'Print' button next to the document you would like to print. If you are missing a document you expect to see, please contact support.

*Required Information

Type	Date Added	Actions
Permit	2/27/2024	Print

[View Permit Status](#)

You can go back to the Status page by clicking on the 'View Permit Status' button

You can print your permits by clicking on the 'Print' button.

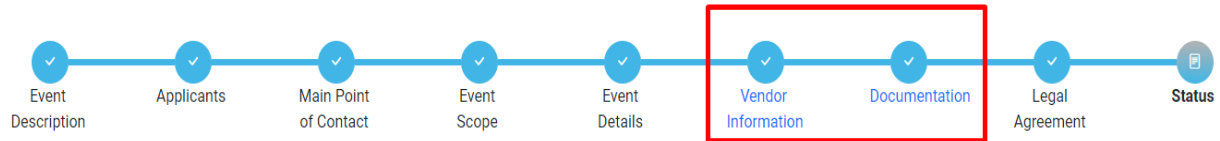
Festival and Athletic Event Permits

You will still be able to update your application with Vendor information and Documentation even after the permits have been issued. Click on the respective link.

[Home > Permits](#)

DCASE Festival and Athletic Event Permits - Festival

(Application Number - 1900810)



Application Information:

- All Applicable Reviews Must Be Completed

[Print Document\(s\)](#)

Summary

Type	DCASE Festival and Athletic Event Permits		
Status	Final Review		
Applicants	Lavonya Kolli-Event Organizer And 1 Others	more info...	